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Andaman And



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No. 146, Port Blair, Wednesday, June 16, 2010

**ANDAMAN AND NICOBAR ADMINISTRATION
(DEPARTMENT OF ENVIRONMENT & FORESTS)**

NOTIFICATION

Port Blair, dated the 16th June, 2010

No. 135/2010/F.No. 14(E)/15(27)/298.—In exercise of the powers conferred by the proviso to Article 309 of the Constitution of India read with the Govt. of India, Ministry of Home Affairs' Notification No. 14/3/60-ANL dated 11th April, 1960 and in supersession of all previous Notifications issued to this effect, the Lieutenant Governor (Administrator), Andaman and Nicobar Islands hereby makes the following rules regulating the method of Recruitment to Group 'B' & 'C' (Non-Ministerial/Non-Gazetted) posts of Staff Car Driver (Ordinary Grade, Gr.II, Gr.I & Special Grade) in the Department of Environment & Forests, Andaman and Nicobar Administration, namely:-

1. Short Title and Commencement:—

- (i) These rules may be called the "Andaman and Nicobar Administration (Group 'B' & 'C' (Non-Ministerial/Non-Gazetted) posts in the Department of Environment & Forests) Recruitment Rules, 2010".
- (ii) They shall come into force on the date of their publication in the Official Gazette.

2. Number of Posts, Classification and Scale of Pay:—

The number of said posts, their classification and scale of pay attached thereto, shall be as specified in Serial Number 2 to 4 of the Schedules I to IV annexed to these rules.

3. Method of Recruitment, Age limit and other Qualifications etc.:—

The method of recruitment, age limit, qualifications and other matters relating thereto shall be as specified in Serial Number 6 to 15 of the Schedules aforesaid.

4. Disqualification:— No person—

- (i) who has entered into or contracted a marriage with a person having a spouse living;
OR
- (ii) who, having a spouse living, has entered into or contracted a marriage with any person,

shall be eligible for appointment to the said post:

Provided that the Lieutenant Governor (Administrator), Andaman and Nicobar Islands may, if satisfied that such marriage is permissible under the personal law applicable to such persons and the other party to the marriage and that there are other grounds for doing so, exempt any person from the operation of this rule.

5. Power to Relax:—

Where the Hon'ble Lieutenant Governor (Administrator), Andaman and Nicobar Islands is of the opinion that it is necessary or expedient to do so, he may, by order, for reasons to be recorded in writing relax any of the provisions of these rules with respect to any class or category of persons.

6. Saving:—

Nothing in these rules shall affect reservation, relaxation of age limit and other concessions required to be provided for the Scheduled Castes, Scheduled Tribes and other special categories of persons in accordance with the orders issued by the Central Government from time to time in this regard.

Bhopinder Singh
Lieutenant Governor,
Andaman & Nicobar Islands.

By order and in the name of the Lieutenant Governor,

Sd/-
(S.S. Choudhury)
Secretary (Environment & Forests)
Andaman and Nicobar Administration

SCHEDULE –I

1.	Name of the post	STAFF CAR DRIVER (OG)
2.	No. of posts	10 (Ten) *2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band and Grade Pay/ Pay Scale	PB-1 Pay Rs. 5200-20200 + GP Rs. 1900
5.	Whether selection post or Non-selection post	Not Applicable
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not Applicable
7.	Age limit for direct recruits	18-33 years for male (Relaxable for Govt. Servants upto 5 years in accordance with the instructions or orders issued by Central Govt. from time to time). Note: The crucial date for determining the age limit shall be the closing date for receipt of names from Employment Exchange/ applications from candidates.
8.	Educational and other qualifications required for direct recruitment	Essential: 1) Secondary School Examination (X Std.) Passed from a recognized Board /Institution. 2) Must possess a valid driving licence. 3) Must qualify Trade Test/Professional Test.

		<u>Desirable:</u> i) Three years experience in driving light motor vehicle. ii) Knowledge of Motor Mechanism and capable to locate and rectifying minor defects in the vehicle. iii) Must have good knowledge in traffic regulation.
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by direct recruitment
12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	Not Applicable
13.	If a DPC exists, what is its composition?	<u>Group 'C' DPC (for considering cases of confirmation) consisting of :</u> (i) Chief Conservator of Forests (CRZ & FC) — Chairman (ii) Conservator of Forests (HQ) — Member (iii) Executive Engineer, Workshop Division APWD — Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable
15.	Duties and responsibilities	Attached as Annexure to the Schedule

Col. No. 15 – Annexure to the Schedule I

The following are the duties to be performed by a Staff Car Driver (Ordinary Grade)

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.

SCHEDULE -II

1.	Name of the post	STAFF CAR DRIVER (Grade – II)
2.	No. of posts	10 (Ten) *2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Pay Rs. 5200-20200 + GP Rs. 2400
5.	Whether selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualifications required for direct recruitment	Not Applicable
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion/ deputation/ absorption and percentage of vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/ deputation/absorption grade from which promotion/deputation/absorption to be made	Promotion: From amongst the Staff Car Driver (OG) in the PB-1 Rs. 5200–20200 + GP Rs.1900 of the Department of Environment and Forests with 8 years regular service in the grade subject to passing of Trade Test of appropriate standard "contained in Annexure 1 to Govt. of India, Ministry of Personnel, PG and Pension, DOP&T, New Delhi's OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with O.M. No.43019/54/96-Estt (D) dated 15.2.2001.
13.	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of promotion) consisting of : (i) Chief Conservator of Forests (CRZ & FC) — Chairman (ii) Conservator of Forests (HQ) — Member (iii) Executive Engineer, Workshop Division APWD — Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable
15.	Duties and responsibilities	Attached as Annexure to the Schedule

Col. No. 15 – Annexure to the Schedule II**The following are the duties to be performed by a Staff Car Driver (Grade - II)**

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;

4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.

SCHEDULE -III

1.	Name of the post	STAFF CAR DRIVER (Grade – I)
2.	No. of posts	12 (Twelve) *2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'C' (Non-Gazetted), Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-1 Pay Rs. 5200-20200 + GP Rs. 2800
5.	Whether selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualifications required for direct recruitment	Not Applicable
9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	Promotion: From amongst the Staff Car Driver (Grade-II) in the PB-1 Rs. 5200–20200 + GP Rs. 2400 of the Department of Environment and Forests with 5 years regular service in the Grade-II or combined services of 13 years in Grade-II and in ordinary grade in the PB-1 Rs. 5200–20200 + GP Rs.1900 put together subject to passing of Trade Test of appropriate standard "contained in Annexure 1 to Govt. of India, Ministry of Personnel, PG and Pension, DOP&T, New Delhi's OM No. 22036/1/92-Estt(D) dated 30.11.1993 read with O.M. No.43019/54/96-Estt (D) dated 15.2.2001.

13.	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of promotion) consisting of : (i) Chief Conservator of Forests (CRZ & FC) — Chairman (ii) Conservator of Forests (HQ) — Member (iii) Executive Engineer, Workshop Division APWD — Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable
15.	Duties and responsibilities	Attached as Annexure to the Schedule

Col. No. 15 – Annexure to the Schedule III

The following are the duties to be performed by a Staff Car Driver (Grade - I)

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.

SCHEDULE -IV

1.	Name of the post	STAFF CAR DRIVER (Special Grade)
2.	No. of posts	2 (Two) *2010 *Subject to variation dependent on workload
3.	Classification	General Central Services Group 'B', (Non-Gazetted), Non-Ministerial
4.	Pay Band and Grade Pay/Pay Scale	PB-2 Pay Rs. 9300-34800 + GP Rs. 4200
5.	Whether selection post or Non-selection post	Selection
6.	Whether benefit of added years of service admissible under Rule 30 of the CCS (Pension) Rules, 1972 ?	Not Applicable
7.	Age limit for direct recruits	Not Applicable
8.	Educational and other qualifications required for direct recruitment	Not Applicable

9.	Whether age and educational qualification prescribed for direct recruits will apply in the case of promotees ?	Not Applicable
10.	Period of probation, if any	2 (Two) years
11.	Method of recruitment whether by direct recruitment or by promotion/deputation/absorption and percentage of vacancies to be filled by various methods	100% by promotion
12.	In case of recruitment by promotion/deputation/absorption grade from which promotion/deputation/absorption to be made	Promotion: From the Staff Car Driver (Grade-I) in the PB-1 Rs. 5200-20200 + GP Rs.2800 of the Department of Environment and Forests with 6 years regular service in the Grade-I.
13.	If a DPC exists, what is its composition?	Group 'C' DPC (for considering cases of promotion) consisting of : (i) Chief Conservator of Forests (CRZ & FC) — Chairman (ii) Conservator of Forests (HQ) — Member (iii) Executive Engineer, Workshop Division APWD — Member
14.	Circumstances under which UPSC is to be consulted in making recruitment	Not Applicable
15.	Duties and responsibilities	Attached as Annexure to the Schedule

Col. No. 15 – Annexure to the Schedule IV

The following are the duties to be performed by a Staff Car Driver (Special Grade)

1. Should drive the vehicle in safe way as per traffic rules;
2. Should maintain accounts of the journeys of vehicle in the log book of the vehicle properly and maintain accounts for the fuel drawn for vehicle on weekly basis;
3. Should get the log book verified and signed by the designated authority on monthly basis;
4. Should keep the vehicle neat and clean by water washing, wiping and polishing;
5. Should check the oil, lubricant, water and brake every day before the vehicle being taken for driving;
6. Must be able to change wheels and correctly inflate the tyre;
7. Should maintain tool kit in the vehicle;
8. Should keep the spare wheel/parts in the vehicle in safe custody and in good condition;
9. On the vehicle being sent for repairs etc. he would be required to maintain close coordination with workshop to get the vehicle repaired in time and keep himself abreast of the progress of repair/replacement of damaged parts etc.;
10. The damaged/replaced parts of vehicle after repair shall be made available to vehicle in-charge of the office;
11. Should maintain a date-wise record entry in respect of the repairs, cost of spare replaced at the time of carrying out the repair;
12. Responsible for timely reporting of break downs/accidents to the authorities;
13. Should take action to get the vehicle serviced.